Invoicing Receipt Acceptance Property Transfer

Invoice

To learn how to electronically submit and take action on iRAPT documents
through simulations and step-by-step procedures, visit the
WAWF e-Business Suite Web Based Training Main Menu and select iRAPT.

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1 Description

IRAPT includes the functionality for submission and processing of the Invoice.

1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Invoice (Standalone) transaction.

Entitlement Systems

Entitlement System	iRAPT Support	EDI Capable
MOCAS	YES	YES
EBS	YES	YES
One Pay	YES	YES
One Pay-Army	Yes	Yes
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
Navy ERP	YES	YES

1.2 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the iRAPT Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- o **Label**
- o **Requirement entry:**
    - o Mandatory – must be entered
    - o Optional – may/may not be entered depending upon the contract requirements
    - o Conditional – require entry of some other data elements
    - o System Generated – iRAPT calculated or populated field
- o **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

2 Document Creation

2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) makes the appropriate choice.

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	Mandatory	
DOD FAR FY17 and later		
No special characters, Cannot have 'I' or 'O' in any position. ○ POS 1-6: Must be a valid DoDAAC ○ POS 7-8 (Fiscal Year): must be numeric and must be ≥ 16 and < 66 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z. ○ POS 10+: POS 10-13 cannot be '0000'		13
DOD FAR FY16 and prior		
No special characters, Cannot have 'I' or 'O' in any position. ○ POS 1-6: Must be a valid DoDAAC ○ POS 7-8 (Fiscal Year): must be numeric and must ≤ 16 or >65 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, N, O, Q, R, T, U or Y ○ POS 10+: POS 10-13 cannot be '0000'		13
Uniform PIID FY16 and later		
No special characters, Cannot have 'I' or 'O' in any position. ○ POS 1-6: Must be a valid FEDAAC ○ POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16 ○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z ○ POS 10+: Position 10 and after cannot be all zeros.		13-17
Uniform PIID FY15 and prior		

Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Delivery Order Number Edits

Label	Entry Requirement	Size
Delivery Order Number	Conditional	
DOD FAR FY17 and later		

No special characters. Cannot have 'I' or 'O' in any position.
 	
Prohibited when POS 9 of Contract Number is C, F, H, M, P or V
 	
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
 	
Required when POS 9 of Acquisition Contract Number is 'D'
 	
   o   POS 1-6: Must be a valid DoDAAC
   o   POS 7-8: Must be numeric, Must be $\geq$ 16 and < 66
   o   POS 9 must be 'F'.
   o   POS 10+: POS 10-13 cannot be '0000'
		13

DOD FAR FY16 and prior		

No special characters, Cannot have 'I' or 'O' in any position.
 	
Prohibited when POS 9 of Contract Number is C, F, M, P, V or W
 	
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'
 	
Required when POS 9 of Acquisition Contract Number is 'D'
 	
4 Character DO Numbers Edits:
   o   'A' and 'P' prohibited in first position
   o   '0000' is not an acceptable value
 	
13 Character DO Numbers Edits:
   o   POS 1-6: Must be a valid DoDAAC
   o   POS 7-8: Must be numeric
   o   POS 9 must be 'F'.
   o   POS 10+: POS 10-13 cannot be '0000'
		0,4 or 13

Uniform PIID FY16 and later	
No special characters, Cannot have 'I' or 'O' in any position.	13-17
Prohibited when POS 9 of Contract Number is C, F, H, P or V	
Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'	
Required when POS 9 of Acquisition Contract Number is 'D'	
o POS 1-6: Must be a valid FEDAAC	
o POS 7-8 (Fiscal Year) : Must be numeric and must be ≥ 16	
o POS 9: Must be 'F'	
o POS 10+: Position 10 and after cannot be all zeros.	
Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
No special characters	1-19

Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Pay DoDAAC	Mandatory	6/6
Reference Procurement Identifier	Optional	1/19
	The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met: • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract	

	Number Positions 7-8) is equal to or later than:	
	- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.	
	- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.	
	• The entered Contract Number has an "F" in the 9th position.	

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.2   Document Selection

Based upon the Pay Office entered the application will present the document types (web create only) that may be created for the associated Entitlement System. There may be one or more additional data elements to be flagged to further identify required document elements.

Document Selection

Label		Entry Requirement	Size
Invoice		Mandatory	1/1
	All	Allows the initiator to submit a Commercial invoice	
Invoice from Receiving Report		Optional	1/1
	All	To create the Invoice from an existing Receiving Report, multiple Receiving Reports, an archived Receiving Report, or multiple archived Receiving Reports, select the appropriate option from the drop-down box	
	MOCAS	Does not allow creation from Multiple Shipments or Multiple Archived Shipments	
Fast Pay		Optional	1/1
	All	See the Invoice (Fast Pay) section of this volume for instructions on the creation of a Fast Pay Invoice.	

Template	Optional	1/1
All	After selecting the document type, a "Template" check box is presented. The "Template" check box cannot be checked simultaneously when creating from Receiving Report.	
Invoice Number	Conditional	1/30
All	An optional text box is provided to input the document Invoice Number of the requested template documents.	
Active Documents or Archived Documents	Mandatory	1/1
All	The user may query either the active or archive database to query for available template documents, but not at the same time. The active database is selected by default. The window lists the available documents based on the Contract Number, Delivery Order, CAGE Code, Pay DoDAAC, the type of document that was selected, and the Document Number input in the previous windows.	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

2.3 Routing Codes

Based upon the results of the EDA query previously conducted the available routing codes will be pre-populated and visible at this point. The user has the option to edit/update these codes. The Routing elements entered are used to route the document through the workflow to the appropriate users.

Routing Codes

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
	Refers to the organization that issued the contract.	

Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions. Available for Fast Pay Invoices only.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code.	
Ship To DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location. May be a CAGE or a DoDAAC.	
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory when Fast Pay	
MOCAS EBS NAVY ERP STANDARD	LPO not permitted	
LPO Extension	Conditional	1/6

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

2.4   Header Tab

Header Tab (Initiator)

Label	Entry Requirement	Size
Supply-Services	Conditional	1/1
MOCAS DCMA Administered	Available for MOCAS and DCMA Administered only. Mandatory. This will default to "Supplies" and is editable. Mixing of Services and Supplies is not permitted at the Line Item on the same document.	
Shipment Number	Conditional	2/22
MOCAS DMCA Administered	Mandatory. Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z.	
EBS	Mandatory. Must be 7 or 8 characters. Eighth positon is only used for Final Shipment and must be a Z	
Shipment Date	Conditional	10/10
All	If Shipment Number is provided, then Shipment date is mandatory	
Final Shipment	Mandatory	1/1
All	"Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'.	
MOCAS EBS DCMA Administered	Defaults to "Y" if 8th position of Shipment No. is "Z" for MOCAS, EBS, or DCMA Administered.	
Invoice Number	Mandatory	1/22
EBS MOCAS	1/16 Characters 1/8 Characters	
Final Invoice	Mandatory	1/1
All	"Y" or "N" required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of 'N' or 'Y'.	
Bill of Lading Number	Optional	1/30
All	"Commercial' or 'Government' may be selected; defaults to	

Label	Entry Requirement	Size
	'Commercial'	
Currency Code	Optional	3/3
All	This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	

2.5 Address Data Tab

Based on the routing Location Codes entered, IRAPT pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1); all other data fields associated with the address may be removed if desired.

The fields in the table below will be displayed for all Routing Codes entered.

Address Data Tab

Label	Entry Requirement	Size
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

2.6   Discounts Tab

Discounts Tab

NOTE: Except for where noted below, IRAPT allows up to 5 instances of a Discount Percentage/Due Days combination, Discount Amount/Discount Date combination or Net Days Discount.

Only one instance of Net Days Discount is allowed.

Label	Entry Requirement	Size
Discount Percentage	Optional	0.2/2.2
MOCAS	Allows for only one instance of a Discount Percentage/Due Days combination.	
EBS	Allows for only 1 instance of a Discount Percentage/Due Date Combination	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
CAPS-C CAPS-W	Allows for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
IAPS-E	Allows for only 1 instance of Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net Days Discount.	
Due Days	Conditional	1/2
All	Mandatory if Discount Percentage entered	
Discount Amount	Optional	0.2/2.2
MOCAS	Not Allowed	
EBS	Not Allowed	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
CAPS-C CAP-W	Not Allowed	
IAPS-E	Allows for a Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net day. A maximum of one discount combination is allowed.	
Discount Date	Conditional	10/10
All	Mandatory if Discount date entered	
Net Days	Optional	1/2

MOCAS	Not allowed	
EBS	Not allowed	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
CAPS-C, CAPS-W	Allows for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
IAPS-E	Allows for a Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net day. A maximum of one discount combination is allowed.	

2.7 Comments Tab

Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory if there is a previously submitted final invoice against the Contract Number and Delivery Order document is being created.	

2.8 Line Item Tab

At least 1 Line Item is required.

CLIN/SLIN/ELIN Tab (Initiator)

NOTE: CLIN/SLIN data will be pre-populated from EDA if contract information is available, and will remain editable.

Label	Entry Requirement	Size
Item Number	Mandatory	4/6
All	Requires at least 1 entry and up to 999 Line Items	
CAPS-C, CAPS-W, IAP-E	Must be 4 or 6 alphanumeric characters	
	Must be 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN	
MOCAS	Must be 4 numeric or 4 numeric and 2 alpha characters	

ONE-PAY EBS Navy ERP	Must be 4 numeric or 4 numeric and 2 alpha characters Must be 4 Numeric, 4 Numeric and 2 Alphanumeric or 1alpha and 3 Alphanumeric characters	
Stock Part Number	Mandatory	1/32
MOCAS DCMA Administered	If "Services" was selected on Header Tab, then Stock Part No. field will pre-populate with "SERVICES". This cannot be edited. Mixing of Services and Supplies is not permitted at the Line Item on the same document.	
Stock Part Number Code	Mandatory	2/2
MOCAS DCMA Administered	If "Services" was selected on Header Tab, Then Type field will pre-populate with "SV-Services". This cannot be edited.	
Quantity Invoiced	Mandatory	.02/8.2
MOCAS EBS	1-8 Digits, no decimals allowed	
Unit of Measure Code	Mandatory	2/2
All	Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in iRAPT.	
Unit of Measure	Mandatory	2/70
Unit Price	Mandatory	0.2/9.5
MOCAS EBS One Pay	Permits 5 numbers to the right of the decimal	
Standard Document Number	Optional	1/30
One Pay	Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Accounting Classification Reference Number	Optional	2/2
One Pay	ACRN field at line level is not available. ACRN can be entered on ACRN Tab	

Line Item Amount	System Generated	0.2/9.3
All	System calculated; based upon Quantity Shipped X Unit Price	
	Line Item Amount must be less than 10 Billion, in the range of 0 to 9,999,999,999.99	
Agency Accounting Identifier	Optional	6/6
One Pay	Mandatory if Fast Pay without LPO	
Item Description	Mandatory	1/2000

2.9   ACRN Tab

ACRN Tab (Initiator)

NOTE: ACRN Tab available for MOCAS and One Pay only.

If ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
Item Number	Prepopulated	4/6
MOCAS One Pay	Pre-populated from the previous entry for view purposes only.	
Clin Amount	System Generated	0.2/12.2
MOCAS One Pay	System generated from the Quantity Shipped X Unit Price on CLIN/SLIN tab.	
ACRN Amount	System Generated	0.2/12.2
MOCAS One Pay	System generated from the total of the ACRN Amounts entered	
Difference	System Generated	0.2/12.2
MOCAS One Pay	Calculated as the CLIN Amount minus the ACRN Amount.	
Accounting Classification Reference Number	Conditional	2/2
MOCAS	If ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN tab.	

One Pay	Multiple ACRNs allowed. Mandatory if Fast Pay without LPO Multiple ACRNs allowed		
ACRN Amount	Conditional		0.2/12.2
MOCAS One Pay	Mandatory if the ACRN is entered on ACRN Tab Amount must be less than 1 Billion ACRN Amounts entered must balance with the extended line item total Can be a negative amount; negative sign (-) included in field size This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system.		
Reference Shipment Number	Conditional		2/22
One Pay	Reference Shipment Number available for One Pay only Mandatory if Fast Pay without LPO. If not One Pay Fast Pay without LPO, Reference Shipment information permitted at either the Document Level (Reference Shipment Number Tab) or the ACRN level (ACRN Tab).		
Reference Shipment Amount	Conditional		0.2/12.2
One Pay	Mandatory if Fast Pay without LPO Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in field size Multiple Reference Shipment Numbers allowed May be a CAGE or a DoDAAC.		

2.10 Misc. Amounts Tab

Misc. Amounts

Label	Entry Requirement	Size
Misc Fee	Optional	4/4
All	Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than $100. Miscellaneous Fees are added to the total document	

MOCAS CAPS-C CAPS-W	Allows for 1 Misc. Fee		
One Pay	A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice		
	For transportation fee (I260), enter amount as CLIN 9999, with stock number of NONE, stock number type of VP, quantity of 1, unit of measure of EA, Unit Price of the amount, and description as Transportation		
EBS	Allows for 1 Misc. Fee		
	EBS restricts Misc. Amounts to less than $250.00		
IAPS-E	A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document		
Misc. Fee Amount	Conditional		0.2/9.2
All	Mandatory if Misc. Fee entered		
Misc. Fee Description	System Generated		1/2000
All	Mandatory if Misc. Fee entered.		
	Once the code is entered, the description is pre-populated and can be edited.		
Misc. Allowance	Optional		1/4
All	Allows for 11 Allowance entries per Invoice, except where noted below.		
	Miscellaneous Allowances are deductions from the total cost of the document thus, displayed as negative numbers.		
MOCAS EBS Standard	Not Allowed		
One Pay	A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice		
IAPS-E	A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document		
Misc. Allowance Amount	Conditional		0.2/9.2
All	Mandatory if Misc. Allowance entered		
Misc. Allowance Description	System Generated		1/2000
All	Mandatory if Misc. Allowance entered.		
	Once the code is entered, the description is pre-populated		

		and can be edited.	
Tax		Optional	1/2
	All	Allows for 10 Tax entries per Invoice, except where noted below.	
	MOCAS EBS	Not Allowed	
	Standard One Pay	Allows for 3 tax entries	
Misc. Tax Amount		Conditional	0.2/9.2
	All	Mandatory if Misc. Tax entered	
Misc. Tax Description		System Generated	1/2000
	All	Mandatory if Misc. Tax entered. Once the code is entered, the description is pre-populated and can be edited.	

2.11 Reference Ship Number Tab

Label		Entry Requirement	Size
Reference Shipment Number(s)		Optional	2/22
	One Pay	Available for One Pay only Multiple Reference Shipment Numbers allowed Reference Shipment information permitted at the either the Document (Reference Shipment Number Tab) or ACRN level (ACRN Tab).	

2.12 Document Submission

To continue with creation of the Invoice, click the Create Document button found at the bottom of the Header tab page. This allows for to Vendor to review the Document prior to submission and to add attachments under the Misc. Info Tab.

2.13 Duplicate Validation

When the user attempts to Submit or Resubmit a document, a warning validation will occur to determine if the current document is a possible duplicate. If this is the case, a popup with a warning message will appear.

If the user selects 'OK' then the document will be submitted/resubmitted according to current guidelines. By clicking 'Cancel' on the validation warning popup, the user will be returned to the document creation screen. Here they will now have access to a link (View Validation Warnings) which allows access to the warning messages.

Scenarios For Prompt of Duplicate Message:

- NOTE: The new warning validation will not impact the current exact duplicate validation.

- Primary key = Request/Invoice/Voucher number depending on document type.

- If the last character of the primary key is a letter, the system will check to see if the value, minus the final character, has been previously used for the same Contract Number / Delivery Order Number.

- If a previous submission exists in a non-voided state, the system will check to see if the gross amounts of the two documents are the same. If so, the warning message will be issued.

- If this check passes, the system will then validate against the same Delivery Date, Service Start / End dates or Period To / From dates and matching CLIN values to include quantity and cost.

2.14 Misc. Info Tab

Misc. Info Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6MB

To complete the creation of the Invoice, click the Submit button found at the bottom of the Header tab page. The information is permanently saved to the database, and the Invoice Received Date is set to the current date. The user receives a Success message from the system indicating that his/her document was successfully saved, and that e-mail notification was sent to the appropriate government users.

After clicking the "Create Document" button when submitting an Invoice created from a Template, a pop-up message is displayed "The data in this document was populated based on a template and all data from that template was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission."

2.15 EDI/SFTP

The Invoice may also be created with the submission of the EDI 810C or the Invoice UDF.

2.16 Submission

- When the Invoice is created the document's status is "Submitted" if an LPO is in the workflow or it is forwarded to a Non-EDI capable entitlement system.

- When the Invoice is created the document's status is "Processed" if forwarded to an EDI capable entitlement system.

2.17 Forwarding Data to the Entitlement Systems

Upon submission of the document the appropriate flags are set to generate the EDI extract for those entitlement systems that are EDI capable.

The 810C is released to those systems:

- Following Submission if an LPO is not included.

- Following Certification if an LPO is included.

3 Document Inspection

There is no Inspection of a Standalone Invoice, nor is the document available for view by an Inspector.

4 Document Acceptance

This is a mandatory workflow entry. However, the Acceptor is not involved in the processing of the Invoice. All Invoices are available to the Acceptor DoDAAC via a View Only role.

5 Document Pre-certification

This is an optional workflow step that is controlled by Payment Specific edits. The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System it must be entered at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/ to resolve it.

The LPO is able to:

- Recommend that the document be certified, including certify with lesser amount if appropriate

- Recommend that the document be rejected

- Enter SDN, AAI and ACRN information

5.1 Header Tab

Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommended Document Certified Recommend Document Rejected	Mandatory	1/1
One Pay	The user must select one of the actions to be applied to the document	
Date Received	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Acceptance Date	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, the "template" will be retrieved based on the:

- Same document type

- Same Contract Number / Delivery Order Number combination

- When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.

- Must have been worked by a user at the location code for the same role as the current user.

- Example: both documents must be accepted at FU4417

- Document must be in a Processed, Paid, or myInvoice status.

Line Item entries on the target document that match entries on the selected template document will be pre-populated.

The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as '111111', and the LPO changed it to '222222', then when that document is used as a template by any role, Acceptor or LPO, it will bring over the '222222' that the LPO entered.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

5.2 Line Item Tab

Line Item (Pre-Certification)

Label		Entry Requirement	Size
Accounting Classification Reference Number		Optional	2/2
	All	Entry available for each Line Item	
	One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Standard Document Number		Optional	1/30
	All	Entry available for each Line Item	
	One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Agency Accounting Identifier		Optional	6/6
	All	Entry available for each Line Item	

One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	

5.3   ACRN Tab

ACRN Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.

5.4   Long Line of Accounting

Entry of the LLA is restricted to One Pay only.

The SDN, AAI, ACRN, ACRN Amounts, Reference Shipment Numbers and Reference Shipment Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
Help Link		

One pay	Click the Help Links link and the four available Help links are displayed:
	    TFO LOA Crosswalks
	    LPO Training
	    LPO Checklist
	    One Pay TFS AAI Listing
	These Links will be parameter driven as requested by the PMO.	

Document Level Pre-Pop	Conditional	1/1
One Pay	At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI, single ACRN and a single Reference Shipment Number. Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter ACRN Amounts and Reference Shipment Number Amounts for each Line Item. If multiple ACRNs or Reference Shipment Numbers previously existed, they will be removed and replaced by the new single ACRN or Reference Shipment	

	Number. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of the LLA screen provided at the ACRN Level.	
Line Item or ACRN Level certification indicator	Mandatory	1/1
One Pay	The LLA Level is defaulted to Line Item Level when the Line Items does not contain an ACRN or contains a single ACRN The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs. The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs. Line Item Level- Line Item Level will provide one LLA screen per each Line Item. Multiple ACRNs not allowed at the Line Item Level ACRN Level: ACRN Level will present one LLA screen for each ACRN The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen. When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item Amount.	
Recommended Certification for Lesser Amount	Conditional	1/1
One Pay	Certification for Less field will not be available when Invoice contains Misc. Amounts. Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.	
Total Certified Amount	System Generated	0.2/9.2
One Pay	System calculated; based upon LPO Reviewer's entry to Qty. Certified for each Line Item X Unit Price for each Line Item.	
Certified Amount	System Generated	0.2/9.2

One Pay	Refers to the service/agency responsible for accepting the goods and services.	
Quantity Certified	Conditional	0.2/9.2
One Pay	LPO Reviewer can recommend certification for lesser quantity.	
Standard Document Number	Conditional	1/15
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Account Install Number	Conditional	1/6
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN Approved Amount	Conditional	0.2/10.2
One Pay	Mandatory The sum of all Approved Amounts must balance with the Line Item Amount Approved Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in field size	
Ref. Shipment Number	Conditional	2/22
One Pay	Mandatory Multiple Reference Shipment Numbers allowed at either Line Item or ACRN Level	
Ref. Shipment Amount	Optional	0.2/10.2
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Add ACRNS	Conditional	
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Agency Qualification	Mandatory	2/2

Code		
One Pay	Defaults to DD	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Conditional	1/4
One Pay	If the AAA is in TFS_AAAIs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAIs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Conditional	1/4
One Pay	If the AAA is in TFS_AAAIs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAIs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4

Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

5.5   Address Tab

The LPO Reviewer may not adjust or add to data on this tab.

5.6   Misc. Info Tab

Misc. Info Tab (Pre-Certification)

NOTE: LPO-Reviewer can view previous user's Attachments

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory if LPO Reviewer is Recommending Document Rejection	
Attachments	Optional	6 MB

5.7   Submission

When the Invoice is pre-certified by the LPO Reviewer and is destined for an EDI capable system the status is "Pre-certified" and forwarded to LPO.

6 Document Certification

This is an optional workflow step that is controlled by Payment Specific edits. The LPO provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System it must be entered at this step. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error he must work with the Vendor to resolve it.

The LPO is able to:

- Certify the document.

- Reject the document to the Initiator.

- Enter SDN, AAI and ACRN information.

6.1 Header Tab

Header Tab (Certification)

Label	Entry Requirement	Size
Document Certified Document Rejected	Mandatory	1/1
All	The user must select one of the actions to be applied to the document	
Date Received	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Acceptance Date	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Certification Date	Mandatory	10/10
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, the "template" will be retrieved based on the:

- Same document type

- Same Contract Number / Delivery Order Number combination

- When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.

- Must have been worked by a user at the location code for the same role as the current user.

- Example: both documents must be accepted at FU4417

- Document must be in a Processed, Paid, or myInvoice status.

Line Item entries on the target document that match entries on the selected template document will be pre-populated.

The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as '111111', and the LPO changed it to '222222', then when that document is used as a template by any role, Acceptor or LPO, it will bring over the '222222' that the LPO entered.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

6.2   Line Item Tab

Line Item (Certification)

Label		Entry Requirement	Size
Accounting Classification Reference Number		Optional	1/2
	All	Entry available for each Line Item	
	One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Standard Document Number		Optional	1/30
	All	Entry available for each Line Item	
	One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Agency Accounting Identifier		Optional	6/6
	All	Entry available for each Line Item	

	One Pay	Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	

6.3 ACRN Tab

ACRN Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.

6.4 LLA Tab

Entry of the LLA is restricted to One Pay only.

The SDN, AAI, ACRN, ACRN Amounts, Reference Shipment Numbers and Reference Shipment Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

LLA Tab (Certification)

Label	Entry Requirement	Size
Help Link		

One pay	Click the Help Links link and the four available Help links are displayed:
	    TFO LOA Crosswalks
	    LPO Training
	    LPO Checklist
	    One Pay TFS AAI Listing
	 These Links will be parameter driven as requested by the PMO.	

Document Level Pre-Pop	Conditional	1/1
One Pay	At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI, single ACRN and a single Reference Shipment Number. Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter	

	ACRN Amounts and Reference Shipment Number Amounts for each Line Item.	
	If multiple ACRNs or Reference Shipment Numbers previously existed, they will be removed and replaced by the new single ACRN or Reference Shipment Number. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of the LLA screen provided at the ACRN Level.	
Line Item or ACRN Level certification indicator	Mandatory	1/1
One Pay	The LLA Level is defaulted to Line Item Level when the Line Items does not contain an ACRN or contains a single ACRN	
	The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs.	
	The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.	
	Line Item Level-	
	Line Item Level will provide one LLA screen per each Line Item.	
	Multiple ACRNs not allowed at the Line Item Level	
	ACRN Level:	
	ACRN Level will present one LLA screen for each ACRN	
	The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen.	
	When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item Amount.	
Recommended Certification for Lesser Amount	Conditional	1/1
One Pay	Certification for Less field will not be available when Invoice contains Misc. Amounts.	
	Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.	
Total Certified Amount	System Generated	0.2/9.2

One Pay	System calculated; based upon LPO Reviewer's entry to Qty. Certified for each Line Item X Unit Price for each Line Item.	
Certified Amount	System Generated	0.2/9.2
One Pay	Refers to the service/agency responsible for accepting the goods and services.	
Quantity Certified	Conditional	0.2/9.2
One Pay	LPO Reviewer can recommend certification for lesser quantity.	
Standard Document Number	Conditional	1/15
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Account Install Number	Conditional	1/6
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN Approved Amount	Conditional	0.2/10.2
One Pay	Mandatory The sum of all Approved Amounts must balance with the Line Item Amount Approved Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in field size	
Ref. Shipment Number	Conditional	2/22
One Pay	Mandatory Multiple Reference Shipment Numbers allowed at either Line Item or ACRN Level	
Ref. Shipment Amount	Optional	0.2/10.2
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	

Add ACRNS	Conditional	
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Agency Qualification Code	Mandatory	2/2
One Pay	Defaults to DD	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Conditional	1/4
One Pay	If the AAA is in TFS_AAAIs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAIs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Conditional	1/4
One Pay	If the AAA is in TFS_AAAIs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAIs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5

Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

6.5   Address Tab

The LPO may not adjust or add to data on this tab.

6.6   Misc. Info Tab

Misc. Info Tab (Certification)

NOTE: LPO can view previous user's Attachments and Comments

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for rejection	
Attachments	Optional	6 MB

6.7 Submission

When the Invoice is certified by the LPO and is destined for an EDI capable system the status is "Processed."

7 Payment Processing

7.1 Payment Processing

This is a mandatory workflow step. The Payment Office is able to:

- Review the document if it does not come in EDI.

- Process the document if it does not come in EDI.

- View history if the document comes in EDI.

- Regenerate an extract that was previously generated EDI

- Suspend the document.

- Reject the document to the Initiator.

- Make the document available for Recall

- When a document has either myInvoice or Paid status, the Pay Official won't be able to manually update the status of the document. Yet, the Pay Official can use the "Recall" link to open the document in editable mode just for entering comments and attachments on the Misc. Info tab.

7.2 Header Tab

Header Tab (Payment)

Label	Entry Requirement	Size
Document Accepted Document Processed Document Rejected Document Suspended Document Available for	Mandatory	1/1

Recall			
	All	The user must select one of the actions to be applied to the document.	
Document in MyInvoice Document Paid		Read only	1/1
	All	The checkboxes are displayed only when status of the document is either myInvoice or Paid, and they are non-editable.	

7.3 Line Item Tab

The Pay Official may not adjust any data on this tab.

7.4 ACRN Tab

The Pay Official may not adjust any data on this tab.

7.5 LLA Tab

The Pay Official may not adjust any data on this tab.

7.6 Address Tab

The Pay Official may not adjust any data on this tab.

7.7 Regenerate EDI Tab

Regenerate EDI Tab

NOTE: Regeneration applies to all IRAPT documents forwarded to an EDI-capable Pay Office and applies to all transaction types that are EDI-capable.

Label	Entry Requirement		Size
Regenerate EDI Extra(s)	Optional		1/1
	All	Pay Officials can regenerate a transaction and resend it to the Pay Office, once an EDI transaction extracts from the Pay Office.	

Following regeneration, all document status and date indicators are reset to reflect the status and date related to the regenerated transactions.

7.8   Misc. Info Tab

Misc. Info Tab

NOTE: Pay Official can view previous user's Attachments and Comments

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for rejection	
Attachments	Optional	6 MB

7.9   Status

- Following initial review by the Payment Office, the document's status is "Reviewed."

- Following processing by the Payment Office, the document's status is "Processed."

- If the Payment Office suspends the document, the status is "Suspended."